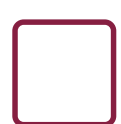


Summer Virtual Academic Advising Checklist

Biological Sciences and Microbiology



CONFIRM TECHNOLOGY SET UP

- **CREATE** your VT Username (PID)
 - Complete this 24 hours before attempting the remainder of this checklist Access Website [HERE](#)
- **ENROLL** in the 2-Factor Authentication with Duo
 - Complete this 24 hours before attempting the remainder of this checklist Access Website [HERE](#)
- **DOWNLOAD** the DUO Mobile App on your personal smartphone and enroll the device
Access Website [HERE](#)
- **ADD** your VT email to the personal smartphone that you will be bringing to orientation **ACCESS** and **READ** your VT Gmail Daily



COLLEGE OF SCIENCE ACTIONS ITEMS

- **COMPLETE** the College of Science "[Expected Courses/Credits Worksheet](#)" & upload the [worksheet](#).
 - Complete BEFORE your advising appointment beginning July 6th
 - **FOLLOW** the COS Website instructions to submit your official transcripts and transfer credits to the Registrar's Office [HERE](#)
- **PREPARE** for Course Registration.
Review Module 4 in your New Student Orientation posted by Academic Advising Initiatives before June 13th.
Directions to Access Hokie Scheduler
 - Click Hokie Spa
 - Click Hokie Scheduler
 - Click Fall 2022 then Save and Continue
 - Click Blacksburg and Virtual Campus then Save and Continue
 - Update: Emergency Contact Address, Emergency Contact Confirmed, FERPA Release, VT Alerts, Self-Disclosure of Arrest/Conviction, and Student Financial Responsibility

From June 13th - June 30th, you will be able to register for courses in Hokie Scheduler. A schedule will be created for you. Register for this schedule and then edits to it will be made when you meet with your academic advisor.

A new student hold will be placed on your account on July 1st preventing you from changing your schedule until you meet with your academic advisor.



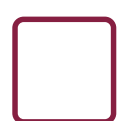
BIOLOGICAL SCIENCES ACTION ITEMS

- **BOOKMARK** the Biological Sciences Undergraduate Students Advising Website
- **BOOKMARK** the Biological Sciences Website
- **REVIEW** the Biological Science Department Welcome Email Carefully
 - This email will contain important attachments regarding scheduling specific required Biological Sciences courses and sections
 - **SCHEDULE** a one-on-one advising appointment using the Navigate Campaign link emailed to you.

Appointments are held virtually via Zoom July 6th - August 12th. Your appointment will be with your assigned Academic Advisor in the Biological Sciences Department.

During this meeting you will complete your fall schedule - don't forget to bring any unofficial transcripts and/AP credit scores to your appointment.

If you are an individual with a disability and desire an accommodation, please contact the Advising Team at 540-231-6407 or bioadvising@vt.edu during regular business hours at least 10 days before the appointment.



UNIVERSITY ACTION ITEMS

- **SIGN UP** for orientation
- You will receive an email invitation with a link to register for New Student Orientation.
- **COMPLETE** the Free Application for Federal Student Aid (FAFSA) if you wish to apply for financial aid
- **COMPLETE** and **SUBMIT** the immunization history form
- **COMPLETE** Family Educational Rights and Privacy Act (FERPA) authorization

FERPA requires you to authorize the university prior to release of any academic record information to a third party. Creation of a FERPA passcode in Hokie Spa allows you to approve disclosure of your academic record information. We encourage you to create a FERPA passcode for Self as well as your parents(s) and/or guardian(s).

 - To create a FERPA passcode for Self
 - Go to Hokie Spa, FERPA
 - Enter your first name and last name
 - Answer the question regarding tax dependency Enter an 8-character alphanumeric pass code
 - Click the Add Delete Record button